



THE CITY OF SAN DIEGO

HOW TO OBTAIN A Zone History Letter

CITY OF SAN DIEGO DEVELOPMENT SERVICES
1222 FIRST AVENUE, MS 301, SAN DIEGO, CA 92101-4153
Call (619) 446-5300 for appointments and (619) 446-5000 for information.

INFORMATION
BULLETIN
157
August 2003

This Information Bulletin is intended to provide direction for obtaining a Zone History Letter. A Zone History Letter is generally requested by lenders who anticipate financing a loan to purchase property. The letter provides confirmation on existing zoning and land use regulations that govern a specific property and outlines redevelopment rights in the event zoning and land use regulations change.

Because of changes in the City's zones and zoning regulations over the years, many structures that were built and/or the uses that were established no longer comply with current land use regulations. Any structure and/or use that was established legally at the time of development is considered nonconforming.

Maintenance, repair, alteration or reconstruction of a nonconforming structure, or a change in use, is subject to the requirements of Chapter 12, Article 7, Division 1 of the Land Development Code. The Zone History Letter will apply this code section when outlining redevelopment rights for nonconforming uses and/or structures. The Zone History Letter does not grant any rights to rebuild nonconforming uses and/or structures.

HOW TO OBTAIN A ZONE HISTORY LETTER

1. Complete the Zone History Request portion of this bulletin. *Note: Often a third party is requesting the letter. It needs to be clear as to who the letter is to be addressed and to whom it is to be mailed.*
2. Mail the request to: Development Services Department, 1222 First Avenue, M.S. 301, San Diego, CA, 92101. Include a check payable to the "City Treasurer" for \$450.00. (includes a \$10 mapping fee)
3. Provide a copy of all building permits or permit numbers. If building permit information is not available, provide a copy of the County Assessor's Residential or Commercial Building Record.

Allow 2-3 weeks to obtain the Zone History Letter.

ZONE HISTORY LETTER REQUEST

1. Person/Firm Requesting Information

Name

Telephone No.

FAX Number

Mailing Address

City

State

ZIP Code

2. Person/Firm to Whom the Zone History Letter should be addressed

Name

Telephone No.

FAX Number

Mailing Address

City

State

ZIP Code

This information is available in alternative formats for persons with disabilities.
To request this bulletin in alternative format, call (619) 446-5446 or (800) 735-2929 (TT).
Be sure to see us on the World Wide Web at www.ci.san-diego.ca.us/development-services

DS-5157 (08-03)

Mail Zone History letter to: 1._____ or 2._____ (Please check one)

3. Property Information (Complete all requested information)

Site Address _____

Legal Description _____

Assessor's Parcel Number _____

Lot Size _____

Year(s) Improvements Constructed _____

Description of improvements (i.e., 6-unit apartment) _____

4. Specific information being requested

5. FOR STAFF USE ONLY

Date requested: _____

Staff Assigned: _____

Lambert Coordinates: _____

Previous Zoning: _____

Date: _____

Current Zoning: _____

Date: _____

Overlay Zones: _____

Discretionary Permits: _____